

Create a Job Requisition for Seasonal Employment Quick Reference Guide

03.31.15

Type *Create job req* in Search Box.

REQUIRED FIELD	DEFINITION	COMMENT
Copy Details from Existing Job Requisition	Leave blank if not copying details from a different requisition.	
Supervisory Organization	Organization the intern will be hired into	
Create New Position For Existing Position	For a New Position in the organization OR Fill an open position within the organization	
Worker Type	Employee – Receives a W2 from Femilab. The Worker Sub-Type for interns is employee.	To create a position in your organization for a contingent worker, follow the Create a Job Requisition: Create New Position for a Contingent Worker process. A contingent worker does not receive a W2 from Fermilab. This includes: authorized guests, contractors, other visitors (school teacher, scientist or researcher, student, technicians.)
Number of Openings	Defaults to one	This field can NOT be updated by initiating the <i>Edit Job Requisition</i> process
Reason	Recruiting > Current Budgeted Headcount: Post for Internally Only	
Replacement For	Leave Blank	
Recruiting Instruction	Leave Blank	
Recruiting Start Date	Today's date	This date can be changed by initiating the <i>Edit Job Requisition</i> process
Target Hire Date	Earliest possible start date	This date can be changed by initiating the <i>Edit Job Requisition</i> process

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REQUIRED FIELD	DEFINITION	COMMENT
Target End Date	Anticipated end date for the summer assignment	This is required for all Interns.
Job Posting Title	Intern	
Justification		
Job Profile	Intern	
Job Description	Enter any additional specific knowledge, skills and abilities not captured in the job description summary.	
Job Families for Job Profile	Auto Populates	
Worker Sub-Type		
Seasonal (Fixed Term)	Summer and holiday temporary assignments, intended for students. Click this link to see the specific benefits that can be elected: http://wdrs.fnal.gov/employ/ScheduleofBenefits.pdf	
Time Type	Full time or part time	
Primary Location	Batavia	
Additional Locations	Always Leave Blank	
Scheduled Weekly Hours	If this is a part time position update the scheduled weekly hours as appropriate.	This if the only field used to identify the number of weekly hours the position requires. This defaults to 40 even if Part time is selected.
Work Shift	Leave Blank	
Qualifications	Varies by program. Enter if known.	
Attachments	Attach Work Activities Analysis Form: http://wdrs.fnal.gov/employ/employinternal/WAAF.docx to document physical position requirements	
Summary Page	Verify all entries are correct. Once you click Submit, you can no longer make any changes until the job requisition is approved. Your manager can make changes or send back for corrections.	